

## **CHAPTER III (CLASSIFICATION AND COMPENSATION)**

### **PR-301      Classification**

- A.**     General. Classification is a grouping of positions into classes based on similarities of duties and responsibilities. All County Government positions are assigned a class specification with a specific title. An Agency Head may not appoint, transfer, promote or demote an employee, or make any change in compensation for any position until the position has been allocated to a class.
- B.**     Class title. The class title of a position shall be used to designate the position in all budget estimates, payrolls, vouchers, and communications in connection with Personnel processes.
- C.**     Class specifications. A class specification indicates the kinds of positions to be allocated to the class, as determined by the duties and responsibilities described in that class. Each class specification will contain a statement of the minimum education, experience and other qualifications required to perform the work. Post secondary educational requirements must be attained in an institution which meets the standards established by a recognized accrediting body.
- D.**     Changes in plan. The Human Resources Department may establish new classes and divide, combine, alter, or abolish existing classes, after consultation with affected Agency Heads. The Human Resources Department shall utilize job evaluation processes such as the "Hay Guide Chart-Profile Method" as may be necessary in the maintenance of this Classification System hereunder.
- E.**     Allocation. The Human Resources Department shall place every position in a class based on its duties and responsibilities. An Agency Head may underfill a position with the prior approval of the Human Resources Department.
- F.**     Reallocations. Reallocations of positions shall not exceed ten percent (10%) of the salary of the existing position and require approval of the Human Resources Director. Reallocations above ten percent (10%) shall be submitted with written justification to the County Administrator for approval.
- G.**     Changes in job duties. If a material and permanent change has taken place in the duties and responsibilities of a position, the Agency Head shall report this change to the Human Resources Department. The incumbent must have been in the job classification for one year prior to the request. The Human Resources Department will accept requests for classification studies annually during the month of February.

## **CHAPTER III (CLASSIFICATION AND COMPENSATION)**

Requests for classification studies outside the month of February will be granted based on extenuating circumstances as deemed appropriate by the Human Resources Director and the County Administrator. The Agency Head will include a summary of the circumstances at the time the request is submitted. Following receipt of the request, Human Resources will study and make recommendations during February and March, with all classification requests resolved by April 1. A market survey will be performed at least every two years.

All recommended classification changes will be resolved by formal adoption of the budget. Approved reclassification requests will be effective on the first full pay period in the fiscal year of the approved budget.

- H. When a classification study is requested, Human Resources will review existing County job classifications first before a new classification is created. If no existing County job classification reasonably matches the duties, knowledge, skills, and abilities of the position being studied, then a new job classification will be created. Following analysis, the Human Resources Director will forward the request and recommendation to the County Administrator. The decision of the County Administrator may be appealed to the Board of Supervisors by the agency head. An employee successfully performing the duties of the position at the time of reclassification shall be entitled to continue to serve in that position.

**Historical Note: Adopted, Eff. 11/25/94  
Amended Eff. 11/4/02; 7/7/08**

### **PR-302      Compensation Plans (Salary Plan)**

- A. Classes. Each class shall be allocated to a specific pay grade or rate.
- B. Salary. Every County Government employee will be paid in the pay grade to which the employee's class is allocated, except for an underfill, or as otherwise specified by these rules.
- C. Alternative salary plans. The Human Resources Department may recommend to the Board of Supervisors the approval of special salary plans and pay practices for certain classes or groups of employees. In approving special salary plans, consideration shall be given to such factors as occupational patterns, economic conditions, and incentive plans common to government, business, and industry.
- D. The compensation plan.

## **CHAPTER III (CLASSIFICATION AND COMPENSATION)**

### **THE COMPENSATION PLANS SHALL CONTAIN**

1. Salary Schedule. Compensation plans shall be established by the Board of Supervisors and shall contain a list of all position classifications with designated pay grades and a salary schedule. The salary schedule shall constitute the official listing of all pay grades for classifications in the County.
2. Grade Assignment. The Human Resources Department shall assign pay grades to all classifications.
3. Maintenance of the Compensation Plans.
  - a. Maintenance of the Compensation Plans shall be reviewed at least every two years by the Human Resources department. The Human Resources Department shall utilize current salary data obtained from the relevant competitive employment market and other pertinent factors, as a basis for maintaining the market-based salary plan.
  - b. Annual or periodic changes or adjustments necessary to maintain the Compensation Plans shall be subject to the County's overall financial state as determined by the Board of Supervisors.
4. Market Reviews. When an Agency Head believes a salary grade is too low to attract and retain qualified candidates to staff positions, or too high, the issue shall be brought to Human Resources Director for review. If the Human Resources Director determines a change is needed, the recommendation will be presented to the Board of Supervisors for a decision.

#### **E. Appointments.**

1. Entry rates. The entry rate of pay for a position shall be at the entry level of the class except as provided by these rules.
2. New hires. An Agency Head may hire an applicant up to the midpoint of the market-based pay plan or 25% above Step 1 of the salary grade based on their evaluation of an applicant's relevant experience, training and a review of the current incumbents' salaries who are performing the same job. A summary of the findings shall be submitted to the Human Resources Department.

## CHAPTER III (CLASSIFICATION AND COMPENSATION)

3. Former employee. If a former employee who has resigned desires to be appointed to the same job classification within one year of their resignation, he/she may be hired at the same grade and step they had at the time of his/her resignation if the position is available.
  4. Reinstatement/re-employment. The reinstatement or re-employment of a laid-off employee shall go through the same procedure as outlined in 1, 2, or 3 above.
  5. Market-based grade adjustment.
    - a. Upward adjustment. When a higher salary grade is made applicable to a classification as a result of a market survey, the corresponding change in an incumbent's salary will be to the new grade at their current salary or at Step 1 of the new grade, whichever is higher.
    - b. Downward adjustment. When a lower salary grade is made applicable to a classification as a result of a market survey, all employees in that classification shall be changed to the new grade on the same effective date. Each employee shall retain the same salary as he/she held in the previous grade. If the employee's previous salary exceeds the maximum of the new salary grade, the employee shall retain the previous salary until his/her pay is within the new grade.
- G.** Promotion. When an employee is promoted, his/her salary shall be raised the greater of five percent (5%) or the amount necessary to reach Step 1 of the new grade (excluding agency heads). A promotion shall not cause an employee to exceed Step 9.5 of the new grade; however, the employee may accept a promotional advancement, with the understanding that his/her salary will remain at the current level until it is within the new grade.
1. The Human Resources Director may approve greater promotional increases above the five percent (5%) and up to the midpoint based upon the appointee's qualifications coupled with the needs of the department. Promotional increases in excess of five percent (5%) and above Step 5.5 shall require an evaluation of the employee's relevant training and experience, a review of current incumbents' salaries who are performing the same job, and turnover rates for the class. This information shall be submitted to the Human Resources Department for a decision.

## **CHAPTER III (CLASSIFICATION AND COMPENSATION)**

- H.** Demotion. When, for disciplinary reasons, an employee is involuntarily or voluntarily demoted to a lower class, his/her salary shall be reduced to a salary in the grade for the lower classification which shall result in lower pay of at least five percent (5%).
- I.** Transfer
  - 1. Employees may be voluntarily or involuntarily transferred from one position to another within the same classification. Transfers must be approved by the hiring agency head.
  - 2. Transferred employees retain their in-class anniversary date and current rate of pay. All leave balances, accrual rates, and benefits shall remain the same, in accordance with PR-403f
- J.** Reclassification.
  - 1. When an employee is advanced to a higher grade due to reallocation of the position and reclassification of the employee, his/her salary shall be raised five percent (5%) unless more is necessary to reach Step 1 of the new grade. In no case shall a reclassification cause an employee to exceed Step 9.5 of the new grade.
  - 2. When an employee is reduced to a lower grade due to reallocation/reclassification, he/she shall be moved to the new grade at the same salary rate as held in the previous grade. If the employee's previous salary exceeds Step 9.5 of the salary grade of the new classification, the employee shall retain the previous salary until his/her pay is within the grade of the new classification.
- K.** Detail. When an employee is detailed to a position with a higher grade for more than 15 consecutive working days, his/her salary shall be raised not more than five percent (5%) unless more is necessary to reach Step 1 of the new grade and provided it does not exceed Step 9.5 of the new grade. The compensation shall be retroactive to day one (1) of the detail provided the 15 consecutive working day requirement is met. After the detail is completed, the employee shall return to the same salary occupied before the detail, plus any salary increase which may have been approved during the detail.
- L.** Sequence for effecting multiple pay adjustments. Multiple Adjustment: If two (2) or more pay adjustments occur on the same effective date (adjustments may be made on consecutive days to facilitate funding), such adjustments shall be made in the following sequence:

## **CHAPTER III (CLASSIFICATION AND COMPENSATION)**

1. Adjustment to the table of pay rates.
2. Performance-based increases.
3. Pay adjustments resulting from market surveys.
4. Pay adjustments resulting from promotions, reappointments and position re-allocations.

### **M. Compensation upon separation.**

1. Vacation Leave. A separated employee, or the estate of a deceased employee, shall receive payment for the current balance of unused vacation leave. Such payment shall be based on the employee's regular rate of pay, excluding payment for overtime.
2. Sick Leave. If an employee has a break in service, and is eligible for payment of sick leave, all leave will be paid in accordance with PR-404G.
3. Compensatory Time. A separated employee, or the estate of a deceased employee, shall receive payment at the regular rate of pay for any unused compensatory time, unless otherwise specified by law.

### **N. Secondary compensation for training.** When employees are required by the agency to participate in approved training courses the agency shall pay for or, if applicable, reimburse the employee for 100% of the cost upon completion of the training, pursuant to Yuma County's travel policy. A copy of the certificate of completion will be forwarded to the Human Resources Department for inclusion in the employee's permanent records.

### **O. Overtime compensation.**

#### **Statement of Policy:**

1. It is the policy of Yuma County to provide overtime compensation, or compensatory time off for all non-exempt County employees who come within the coverage of the overtime provisions of this policy.  
(See PR-305)
2. For the purpose of calculating overtime compensation, for non-exempt County employees, the work week shall consist of seven (7) consecutive days beginning at 12:00 A.M. on such day of the week as is established by the County Administrator and extending to 11:59 P.M. after the seventh (7<sup>TH</sup>)

## CHAPTER III (CLASSIFICATION AND COMPENSATION)

day following. All time worked by any such employee within a single work week over forty (40) hours shall be paid at the rate of one and one half times the regular rate of pay at which that person is employed. Holiday and leave time is not to be counted as time worked for purposes of overtime. Compensatory time may be granted in accordance with PR-305.

3. The Human Resources Department shall maintain a liaison status with all County agencies to provide assistance of questions of policy interpretation. The Human Resources Department shall review exemptions from overtime made by Agency Heads to verify the validity of the exemption. Federal Rules and Regulations shall govern the interpretation of the exemption.
4. Agency Head Responsibility. Agency Heads shall administer this policy in accordance with the terms and conditions herein set forth. These responsibilities include, but are not limited to, the following items:
  - a. Determination of employee overtime compensation exemptions in accordance with these provisions.
  - b. Distribution of policy to all management personnel on a periodic basis.
  - c. Discussion of policy with managers and supervisors to be certain it is properly understood and followed.
  - d. Notification of any affected employees of any change in the work period standard or workweek standard.
  - e. Authorization of overtime work to be performed by an agency employee covered under this policy.
    - (1) The Agency Head may authorize overtime work performed by covered employees when
      - (a) Unforeseen work circumstances arise;
      - (b) The circumstances are immediate and unavoidable.
    - (2) Permission shall not be granted for agency employees to work overtime unless such funds are available within the authorized agency program budget.
    - (3) Application of adequate control is necessary to insure that

## **CHAPTER III (CLASSIFICATION AND COMPENSATION)**

overtime work is not performed if such work has not been officially authorized.

- f. Proper maintenance of records of time worked by each employee for each work week, which includes for all non-exempt personnel in such agency, hours worked by day, hours utilized for leaves by day designated by type of leave, and summaries by week and pay period of such hours. Each employee should enter and/or verify by signature that employee's time. The Agency Head is responsible for approval of all records of time worked prior to payment.

**P.** Exempt employees. County employees not covered by the overtime provisions include, but are not limited to the following:

- 1. Elected officials;
- 2. Chief Deputies to Elected Officials;
- 3. The County Administrator, Assistant County Administrator, Clerk of the Board of Supervisors, and Agency Heads responsible to the County Administrator;
- 4. All Attorneys;
- 5. Bona fide executive, administrative or professional personnel as defined in this policy and by the regulations for the Fair Labor Standards Act.

**Q.** Workweek standard. Except as otherwise provided in these rules, the regular basic workweek for full-time county employees shall be 40 hours, normally consisting of eight (8) hours per day, Monday through Friday. Modifications of this provision, in order to provide essential county services, may be made by the appointing authority subject to any Federal or State statutory or constitutional limitations relating to hours of work.

**R.** Regular rate of pay. For purposes of overtime compensation, the "regular rate" of pay for a County employee is a rate per hour. This statement shall not be interpreted as requiring that County employees be compensated on an hourly rate basis as their earnings may be determined on a salary basis. However, the overtime compensation due to County employees shall be computed on the basis of the hourly rate derived there from.



## CHAPTER III (CLASSIFICATION AND COMPENSATION)

1. The regular hourly rate of pay for an employee is determined by dividing the annual rate of pay by 2080. Discrepancies in hourly rates should be brought to the attention of the Financial services Department.
  2. Exclusions to "Regular Rate". Total compensation includes all remuneration for employment received by the employee except the following exclusions:
    - a. Payments made for occasional periods when no work is performed due to vacation, holiday, illness or other similar cause; reasonable payments for traveling expenses or other expenses incurred by an employee in the furtherance of the employer's interests and properly reimbursable by the employer.
    - b. Contributions irrevocably made by the County to a trustee pursuant to a bona fide plan for providing retirement, life, accident or health insurance or similar benefits for employees.
    - c. Extra compensation provided by a premium rate paid for certain hours worked by the employee in any work week because such hours are hours worked in excess of the maximum work week.
    - d. Extra compensation provided by a premium rate paid for work by the employees on holidays.
    - e. Special cash awards pursuant to A.R.S. §38-614.
- S.** On-Duty Hours. Hours worked include all the time an employee is required to be on duty or on the agency's premises or at a prescribed work place, and all time during which an employee is suffered or permitted to work for the County. Off-premises on-duty time will be considered as hours worked.
1. An employee who is not required to remain on the agency's premises but is merely required to leave word at home or with agency officials where the employee may be reached is not working while on call.
  2. Overtime will only be paid for (or compensatory time granted for) those hours worked over 40 hours per week.
  3. No employee may work overtime or be paid for overtime (or be granted compensatory time) for overtime work unless it is expressly authorized by the employee's Agency Head or supervisor.

## CHAPTER III (CLASSIFICATION AND COMPENSATION)

- T. Holidays. County employees covered under this policy who are required to work on an official county holiday shall be paid the appropriate holiday pay in addition to pay for actual hours worked on that day.
- U. Travel reimbursement policy. Comprehensive travel authorization and travel expense allowance policies for Yuma County are adopted separately by the Board of Supervisors.
- V. Effective dates. Paydays shall be on a bi-weekly basis as established by the Financial Services Department. The Financial Services Department shall publish, within the first two (2) weeks of the calendar year, a listing of all paydays for that year.

**Historical Note: Adopted, Eff. 11/25/94  
Amended Eff. 3/21/05; 3/12/07; 7/7/08**

### **PR-304      PAY FOR PERFORMANCE PAY SYSTEM (SEE ALSO PR-503)**

#### **A.      General**

1. The pay for performance pay system is designed to show the importance of linking employee work performance to the strategic plan and mission of the County.
2. This pay for performance pay system applies to all employees whose pay is not subject to some other analogous pay plan or agreement.
3. Each agency is responsible for establishing performance standards for each of its work units or employees.

- B.      Funding.** Each fiscal year the Board of Supervisors shall determine the amount of funds to be made available for pay for performance pay increases. There will not be a guaranteed minimum amount of funding each year and any funding will be subject to the County's overall financial state as determined by the Board of Supervisors. Agencies or programs funded by special revenue sources (e.g., grants, HURF funds, special district property or sales taxes, etc.) will allocate funds for performance increase awards solely from those special revenue sources consistent with their legal authority to do so. The amount each such agency allocates for performance pay increases to its employees on the pay for performance pay plan, to the extent possible, will be proportional to the amount made available for pay for performance pay increases by the Board of Supervisors to general fund agencies.

## **CHAPTER III (CLASSIFICATION AND COMPENSATION)**

- C.** Pay for performance pay system funding allocations to individual general fund agencies. The funds made available for pay for performance pay increases in general fund agencies will be computed as each agency's percent of the gross County payroll. Each agency's allocation is the same percent of payroll, excluding ineligible employees. Pay for performance allocation of funds is based on the number of positions existing within an agency. Funds from vacant positions may not be used to increase the performance awards to employees.
- D.** Eligibility for pay for performance pay increases.

  - 1. Those employees on the pay for performance pay plan who are in a non-probationary status and that have been employed in their current classification for a minimum of one (1) year on or before August 31<sup>st</sup> of each fiscal year shall be eligible to be considered for a pay for performance pay increase effective the first full pay period in September of the same fiscal year.
  - 2. Employees who are either in a probationary status (original or promotional) or have been employed in their current classification for less than one (1) year on or before August 31<sup>st</sup> of each fiscal year, are not eligible to be considered for a pay for performance pay increase until their in-classification anniversary date.
  - 3. No employee will be eligible to be considered for a pay for performance pay increase more than once in each fiscal year.
  - 4. Employees at the maximum of their pay grade are not eligible to be considered for a pay for performance pay increase.
- E.** Performance evaluation ratings and pay for performance. The Human Resources Director shall review the effectiveness of the County's performance evaluation system, upon which pay for performance is based, and in concert with the County Administrator, make revisions to the program and/or forms as necessary to encourage employee performance that strives to attain the Mission and Core Values of the County.
- F.** Pay for performance pay adjustments. The amount of pay for performance pay adjustments will be limited by the funding allocated to each agency for the purpose of providing pay for performance pay increases to employees, per Section C. above.

## **CHAPTER III (CLASSIFICATION AND COMPENSATION)**

Each agency will be responsible for determining the amount of pay for performance pay increase to each employee in accordance with the standards set and evaluated by department management and documented on the County's performance evaluation forms.

1. Eligible employees receiving overall ratings of "Meets" are eligible for a pay for performance pay increase of not to exceed five percent (5%).
2. An eligible employee in the same department receiving a rating of "Exceeds" will receive an increase of not to exceed seven and one-half percent (7.5%). A "Meets" employee will receive a percentage increase greater than that received by a "Needs Improvement" employee. A "needs improvement" employee will receive no increase.
3. Employees at the maximum of their pay grade are not eligible for a pay for performance pay increase.

**Adopted Eff. 3/21/05**

**Amended 7/7/08**

### **PR-305 Overtime Pay and Compensatory Leave**

- A.** Approval of overtime work. All work in excess of 40 hours per week or in excess of an established work period must be approved by the Agency Head.
- B.** Exemptions. The Human Resources Department shall determine exemptions in accordance with the Fair Labor Standards Act, 29 U.S.C. Section 201, incorporated by reference herein and on file in the office of the Human Resources Department.
- A.** Non-exempt employees.
  1. An employee in a non-exempt position who works in excess of 40 hours per week or in excess of an established work period shall be compensated by either:
    - a. Additional pay at the rate of one and one-half times the employee's regular rate for each excess hour worked; or,
    - b. Compensatory leave at the rate of one and one-half hours for each excess hour worked.

## **CHAPTER III (CLASSIFICATION AND COMPENSATION)**

2. The Agency Head shall determine if the excess hours are to be compensated by overtime pay or compensatory leave, unless the employee's compensatory leave balance has reached the maximum allowed in subsection (F) below, in which case the employee must be compensated by overtime pay.
3. County employees who work in excess of forty (40) hours in one work week may receive compensatory time at the rate of one and one-half (1 ½) hours off for each hour worked in excess of forty (40) hours worked in such work week.
4. Non-exempt County employees engaged in specified law enforcement activities may accumulate up to 480 hours of compensatory time. Other non-exempt County employees may only accumulate up to 240 hours of compensatory time. An employee who has accrued the maximum number of compensatory hours shall be paid overtime compensation for any additional overtime hours of work.
5. All compensatory time accumulated by any County employee on May 31, shall be paid to such employee before June 30 of each year at the current rate of pay for that employee, unless a specific exemption is granted by the Human Resources Director. All compensatory time accumulated by any non-exempt County employee shall be paid at the current rate of pay.
6. When an employee has accumulated compensatory time, such time shall be utilized prior to any utilization of vacation leave. An employee may request to utilize vacation leave instead of compensatory time when his accrued vacation time is projected to be in excess of 240 hours at the end of the year.
7. "Compensatory time off" and "compensatory time" are defined as hours when an employee is not working and which are paid for at the employee's regular rate of pay. As used in this Section, "compensatory time accumulated" means time accumulated after June 30, 1985.

### **D. Non-Covered Employees and Exempt Employees**

1. Non-Covered employees are not covered by the Fair Labor Standards Act (FLSA). Non-Covered employees include Elected Officials, their personal staffs, policy making appointees, legal advisors, legislative employees, bona fide volunteers, independent contractors, prisoners, and certain trainees.
2. Exempt employees are exempted by certain provisions of the Fair Labor Standards Act (FLSA) and do not have to be compensated for overtime when

## CHAPTER III (CLASSIFICATION AND COMPENSATION)

they work more than 40 hours in a workweek. Exempt employees generally fall into three major categories: Executive, Administrative, and Professional.

These exemptions are based on specific job descriptions and duties of the employees involved and apply regardless of the nature of the employer's business. FLSA regulations on exemptions also require that the employee be paid on a salary basis (rather than hourly) and specifies a minimum salary for the employee to qualify for the exemption.

- E. Maximum accumulation. The maximum number of hours of accumulated compensatory leave is:
  - 1. Four hundred and eighty hours for an employee who works in a public safety activity or an emergency response activity; or,
  - 2. Two hundred and forty hours (240) for an employee who works in any other activity.
- F. Payment upon separation. An employee who has unused compensatory leave at the time of separation from the County Government shall receive compensation for each hour of such compensatory leave at:
  - 1. The average rate received by the employee during the last three years of the employee's employment; or
  - 2. The final rate received by the employee, which ever is higher.
- G. Order of use. An employee shall use all accumulated compensatory leave before taking annual leave. **(Except under PR 305.C.6)**
- H. Transfer. An employee who is transferred to another County Government agency shall transfer all accumulated and unused compensatory leave to the employee's compensatory leave account in the new agency.

**Historical Note: Adopted, Eff. 11/25/94**

*Revised: 3/16/98*

*Revised 11/4/02*

### **PR-306      Standby Duty Pay**

- A. Definition. "Standby duty" means the requirement imposed upon an employee by an agency to remain at the employee's duty location or other designated location at any time when the employee is not scheduled to work.

## **CHAPTER III (CLASSIFICATION AND COMPENSATION)**

- B.** Authority. An Agency Head may place an employee on standby duty when the Agency Head considers such action to be in the best interests of the County Government.
- C.** Payment. Standby duty is considered to be work under the Fair Labor Standards Act, 29 U.S.C. Section 201, incorporated by reference herein and on file in the Human Resources Department. The employee on standby duty will receive the employee's regular rate of pay, and all periods of standby duty will be counted in determining eligibility for overtime compensation.

**Historical Note: Adopted, Eff. 11/25/94**

### **PR-307      On-Call Duty**

- A.** Authority. An Agency Head may assign an employee to on-call duty when the Agency Head considers such action to be in the best interests of the county.
  - 1. The Agency Head may request that a classification be approved by the Board of Supervisors as eligible for on-call duty pay subject to the availability of funds.
  - 2. The Agency Head shall certify that the functions or services performed by the positions within the class assigned to on-call duty require an employee to be available to answer calls and/or report to work to protect the public health, safety or welfare or in emergency situations via telephone, beeper or other notification method at a time when the employee is not scheduled to work.
- B.** Rate of Pay. The rate of pay for on-call duty shall be determined by the Board of Supervisors.
- C.** Pay Administration:
  - 1. Once a class has been approved as eligible for on-call duty pay, payment begins when a person is required to be available to answer calls and/or report to work. On-call duty pay is terminated in accordance with the standards set forth in paragraph (2)(a) and (b) below and shall resume upon completion of the work assignment if returning to on-call status.

## CHAPTER III (CLASSIFICATION AND COMPENSATION)

2. Upon reporting to work as a result of a call to duty, an employee shall be paid at the regular rate of pay if the employee has worked fewer than 40 hours during the normal work week.

If the employee has worked 40 hours during the normal work week, the employee shall receive as appropriate, payment or compensatory leave in accordance with PR-305 if the employee's position is eligible for such overtime compensation.

- a. Regular rate of pay will begin at the time the employee reports to the regular work site and will continue through completion of the work assignment.
  - b. If the employee is ordered to report to a location other than the regular work site, regular rate of pay will begin at the time the employee is ordered to report to work and will continue through completion of the work assignment and a reasonable return transit times.
  - c. If the employee conducts business via telephone, etc., without reporting to a work site, regular rate of pay will begin at the time the employee begins the work assignment and will continue through completion of the work assignment.
3. Time on call shall not be used to determine eligibility for overtime compensation.

- D.** Agency procedures. An agency that places employees on call shall adopt an on-call duty procedure pursuant to this rule. Each agency will submit its proposed on-call duty procedure and any subsequent changes to the Human Resources Department for approval. The procedure shall include as a minimum:

1. Methods of scheduling employees for on-call assignments;
2. Notification procedures, including use of pagers;
3. Overtime compensation criteria;
4. Requirement that any on-call duty pay shall be reported and paid together with other earnings in the pay period for which it is earned.
5. Methods for determining actual time worked.

**Historical Note: Adopted, Eff. 11/25/94**



## **CHAPTER III (CLASSIFICATION AND COMPENSATION)**

### **ADDENDUM**

#### **Yuma County Attorney Pay Plan**

Attorney eligibility for salary increases. For those attorneys being paid under the Yuma County Attorney Pay Plan, approved July 6, 1999, attached hereto.

1. Funding. Each fiscal year the Board of Supervisors shall determine the amount of funds to be made available for pay for performance awards. There will not be a guaranteed minimum amount of funding each year and any funding will be subject to the County's overall financial state as determined by the Board of Supervisors. Agencies or programs funded by special revenue sources (e.g., grants, HURF funds, special district property or sales taxes, etc.) will provide for performance awards solely from those special revenue sources. The amount those agencies provide from their special revenue sources are equal to the amount made available by the Board of Supervisors for general fund agencies. Pay for performance allocation of funds is based on the number of positions existing within an agency. Funds from vacant positions may not be used to increase the performance awards to employees.
2. Eligible attorneys receiving overall ratings of "Meets" or "Exceeds" are eligible for a merit increase.
3. Attorneys receiving ratings of "Needs Improvement" are not eligible for a base pay increase.
4. Attorneys at the maximum of their pay range are not eligible for a merit increase.

**Adopted Eff. 3/21/05**